



**CITY OF AKRON, OHIO**  
**POLICE DIVISION**  
**AUGUSTUS A. HALL, CHIEF OF POLICE**

<b>NUMBER</b> P-2010-008	<b>EFFECTIVE DATE</b> October 13, 2010	<b>RESCINDS</b> P-2008-008 Issued 7-7-08
<b>SUBJECT</b> Mass Arrest Procedure		<b>ISSUING AUTHORITY</b> Chief Augustus A. Hall

## **I. POLICY**

To provide an orderly method to process a large number of prisoners as efficiently and safely as possible during a mass arrest incident. The intent is to accurately and expeditiously process these arrests while ensuring proper documentation.

## **II. PROCEDURE**

### **A. INCIDENT COMMANDER'S RESPONSIBILITIES**

1. Consider utilizing the holding cells on the seventh floor or other holding facility, including metro buses, to house large numbers of prisoners. Keys to the holding facility are available in the Clerk's Office or the DB desk.
2. Assign a minimum of two officers as court security officers for incoming prisoners. At least one officer should be a female.
3. Juvenile detectives should be activated to process juvenile offenders in the Detective Bureau juvenile interview rooms if large numbers of juvenile arrests are anticipated.

### **B. SUPERVISOR'S RESPONSIBILITIES**

1. Brief arresting officers on procedure.
2. Ensure that arresting officers utilize flex cuffs.
3. Ensure that wagon officers have cameras, arrest/summons forms, staplers, staples, and flex cuff cutters. All these items are available in Mobile Field Force kit.
4. Ensure that all transportation needs are met; i.e., wagons, prisoner buses, etc.
5. Ensure that charges are signed in a timely manner. The officer appearing in the photo with the suspect is responsible for signing the charges.
6. Ensure that the wagon officer tags the prisoner photo log and CD into evidence.

### C. ARRESTING OFFICER'S RESPONSIBILITIES

1. Use flex cuffs.
2. Search the prisoner.
3. Complete the booking ticket. If a temporary holding facility has been activated then only the following fields need to be completed by arresting officer:
  - a. Name; social security number; offense; and the date, time, and location of offense.
  - b. A brief and precise narrative that also includes witness names and arresting officer's name and ID.
  - c. If the arresting officer did not witness the offense, list names of those that did on the back of the green copy.
4. Have a picture taken with the offender. Include in the photo the numbers on the backside of the pink copy of the booking ticket.
5. The officer who appears in the photo with the offender must sign the charges before the end of the operation.

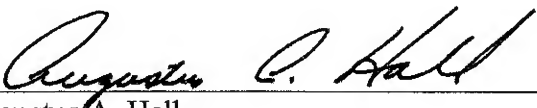
### D. WAGON OFFICER'S RESPONSIBILITIES

1. Position transport vehicle as close to the arresting officers as possible.
2. Ensure that the prisoner is searched.
3. Ensure that all appropriate fields in the arrest/summons form have been completed.
4. Take a picture of the arresting officer with the offender making sure that the number on the backside of the pink copy of the booking ticket is in the photo.
5. Establish a photo log of all pictures taken by the wagon officer. This log will include arrestee's name, arresting officer's name, location of arrest, date of arrest, and the number listed on the pink copy of the booking ticket.
6. Staple the photo to arrest/summons form. If the photo was taken with a digital camera, transfer a photo to a CD and tag the CD, along with the photo log, into evidence.
7. Transport the prisoner to the appropriate facility.
8. Ensure that the arrest/summons form and the photo are forwarded to the appropriate individuals; i.e., Clerk, Court Security Officer, etc.

## E. COURT AND SECURITY OFFICER'S RESPONSIBILITIES

1. Secure and monitor prisoners.
2. Maintain the log of all prisoners and submit this log to the officer in charge to maintain in the event file.
3. Complete descriptive information on arrest/summons forms.
4. Conduct a warrant check.
5. Obtain a fingerprint on the arrest/summons form.
6. Ensure that all fields on the arrest/summons form have been completed.
7. Have the Clerk's Office prepare complaints.
8. Make certain that the arresting officers sign charges.
9. If appropriate, interview the prisoner reference the facts surrounding the arrest.
10. Release prisoners when appropriate.
11. Notify the parents or guardians of juveniles when they are to be released.

By Order Of,

  
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Augustus A. Hall  
Chief of Police

Date 8-25-10